

Annual Conference Resume

Name of Group: Mississippi Recreation and Park Association
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Name of Meeting: Annual Conference

Group Profile: The Mississippi Recreation and Park Association is a not-for-profit association serving park and recreation professionals throughout the state of Mississippi. There are currently more than 400 individual and agency members. Memberships consist of professionals involved in the provision of park and recreation facilities, treatment programs, recreation programs and events for municipalities, counties, health care facilities and other governmental and private organizations charged with these responsibilities.

MRPA's annual conference allows attendees the opportunity to network with their peers in the profession as well as acquire knowledge of technological improvements, changes in professional standards, equipment modifications, national and state trends and a variety of other subjects affecting the provision of park, recreation and therapeutic services. Corporate sponsorships and a trade show allows attendees the opportunity to meet with suppliers of play equipment, maintenance equipment, athletic equipment and consultation and design services, vehicles and many other products and services related to the profession.

The annual conference will be held in early September each year or another date that does not conflict with the annual National Recreation and Park Association's Annual Congress, religious holidays, the Tennessee Recreation and Park Association's convention or other well-known and established professional events or holidays.

Conference Sites:

2001	Laurel
2002	Tunica
2003	Jackson
2004	Vicksburg
2005	Natchez
2006	Oxford
2007	Tupelo
2008	Vicksburg
2009	McComb
2010	Natchez
2011	Olive Branch

Here is an outline of the conference events:

Day One

8 AM – 9:00 PM	Office Area		Secured
9 – 11:30 AM	Board Meeting	15	Horseshoe
12:00 – 6:00 PM	Social Events/Tournaments	50	Various Offsite
Noon – 5:00 PM	Registration		
7:00 PM—until	Social Event (Sponsored)	100	Offsite

Day Two

6:00 AM – 9:00 PM	Office Area		Secured
7:00 AM – 5:00 PM	Registration		
8 – 5:00 PM	Exhibit Hall Set Up	35	Booths/CDS
8:30 – 10:00 AM	Opening Session	125	Theater/head table
10:00 – 10:15 AM	Break (Sponsor)	100	Food/Beverage
10:15 – Noon	Educational Break Outs		
		35	Classroom
		35	Classroom
		35	Classroom
Noon - 2:00 PM	Lunch on your own		
2:00 – 5:00 PM	Educational Break Outs		
		35	Classroom
		35	Classroom
		35	Classroom
3:30 – 3:45 PM	Exhibit Hall (Sponsor)	100	Break
5:00 – 7:00 PM	Exhibit Hall Social (Sponsor)	150	Trade Show/Social

Day Three

6:00 AM – 9:00 PM	Office Area		Secured
7:00 AM – Noon	Registration		
7:30 AM – Noon	Exhibit Hall	35	Trade Show
7:30 AM – 8:00 AM	Exhibit Hall (Sponsor)	100	Continental Breakfast
8:00 AM – Noon	Break Outs		
		35	Classroom
		35	Classroom
		35	Classroom
10:00 – 10:15 AM	Exhibit Hall (Sponsor)	100	Break
Noon – 5:00 PM	Exhibit Hall Move Out	35	Booths
Noon – 1:45 PM	Luncheon (Sponsor)	50	Luncheon
2:00 – 5:00 PM	Break Outs		
		35	Classroom
		35	Classroom

3:30 – 3:45 PM	Break (Sponsor)	35	Classroom
		100	Food/Beverage
6:00 – 9:00 PM	Awards Banquet (Sponsor)	100	Banquet

Day Four

6:00 AM – 5 PM	Office Area		Secured
7:00 – 8:00 AM	Registration		
7:00 – 8:00 AM	Breakfast (Sponsor)	100	Breakfast
8:00 AM – Noon	Break Outs		
		35	Classroom
		35	Classroom
		35	Classroom
10:00 – 10:15 AM	Break (Sponsor)	100	
Noon – 2:00 PM	Board Meeting (Sponsor)	15	Luncheon/Horseshoe

Hotel and Convention Center Contract Requirements

Rates: MRPA desires a straight rate, single or double to be honored seven days before and after the conference. MRPA requires a firm quote for the room rate for the year in question. The hotel will agree that the Association's rate will not exceed the rates of other major groups that immediately precede and immediately follow. Rack rates lower than MRPA contracted rates will not be advertised during the MRPA scheduled event. All rates will be net, non-commissionable.

Room Block Release: The release date should be no more than 30 days from the start of the conference. Reservations after that date will be on a space-available basis, at the conference rate. In the event the hotel does not provide the number of rooms guaranteed and rooms needed by MRPA, the hotel shall, at its own expense, secure comparable accommodations and provide, at its own expense, transportation to and from such rooms. This shall apply to each day during which rooms are unavailable and guests must be housed elsewhere.

Room Block and Pattern:

Night One	5
Night Two	75
Night Three	100
Night Four	30

Complimentary Policy: One complimentary room night is requested for every 20 revenue room nights produced by MRPA.

Complimentary Suites: MRPA will require one presidential.

Staff Sleeping Rooms: Two staff sleeping rooms are requested at 50% of the convention rate. The rooms are needed four (4) days.

Reservations: Reservations will be made by individuals directly contacting the hotel's reservation department. MRPA requests the hotel provide reservation cards to be mailed to attendees. Some participants may require payment by government or agency purchase order.

Exhibit Freight: MRPA requests shipment and storage to the meeting facility seven (7) days in advance for supplies and materials necessary to conduct the meetings.

Noise: The association's meetings are quiet and conversational. As such, loud noise from adjoining or adjacent rooms is not acceptable and the meeting facility assumes the responsibility of ensuring that MRPA's meetings will not be disturbed.

In-house Equipment: The meeting facility will provide at no-charge, meeting equipment that will include chairs, tables, table cloths, water and glasses, writing pads, pencils, eraser boards, podiums, and microphones.

Outside Suppliers: The Association reserves the right to hire outside audio/visual and drayage suppliers without penalty or service charges, unless specified in the meeting facility contract..

Cancellation: Cancellation policies will levy no revenue prior to 12 months from Association's conference date.

Banquet Guarantees: MRPA will guarantee the number of persons attending all food functions at least 48 hours prior to the function. The hotel will prepare for 10% more than the guaranteed number and charge for the actual number attending or the guaranteed number, whichever is greater.

Staffing: MRPA instructs bartenders not to serve alcoholic beverages to guests who, in the opinion of the bartender, appear intoxicated or below the legal age required to purchase alcoholic beverages.

Liquor: MRPA will have the option of buying the liquor for its beverage functions on the "bottle basis" or the "per drink basis" (client option). If liquor is purchased on the bottle basis, the meeting facility agrees that unused partials may be carried over to the next scheduled event.

Master Bill: MRPA prefers to set up a master bill and charge audio visual, banquet, staff and VIP room and tax.

Terms of Payment: It is understood that each individual, other than those specifically approved for the master bill, as outlined above, will be responsible for their room, tax and incidental charges.

Master Bill Payment: MRPA agrees to pay all undisputed charges within 30 days of receipt of invoice. Any disputed charges will be paid within 30 days of resolution of the disputed charges.

Construction: The meeting facility shall promptly notify MRPA of any construction or remodeling to be done in the facility before or during the meeting dates. The hotel warrants that any such construction and remodeling shall not interfere in any way with Association's use of the hotel. Should construction be determined by the group to interfere with Association's meeting(s), MRPA will be considered to have justifiable reason to cancel without prejudice or penalty from the hotel.

Walk Policy: The hotel shall provide complimentary transportation to and from its property and complimentary overnight accommodations at a comparable quality property if a conference attendee, who had a prior reservation, is not given a sleeping room.

Telephone Charges: The Hotel guarantees that there will be no charges, costs, or other fees for local telephone services from Association's attendees and guests sleeping rooms and related accommodations during the meeting dates specified in this contract.

Transportation: MRPA seeks free guest parking at the hotel facility for the duration of the Association's meeting.